

BUSINESS LICENSE FEES MUST ACCOMPANY APPLICATION

For questions pertaining to this application, please call the City Clerk Department at (520) 568-9098

Please Read Carefully Incomplete Applications Will Not Be Processed

- Please type or print. Answer each question. If the questions are not applicable, put "N.A." in the appropriate space.
- Attach a copy of your Arizona Transaction Privilege (Sales) Tax (TPT) License, if your type of business is required to collect and remit sales tax. If The City of Maricopa is not included on your current TPT license as a program city, you must contact the Arizona Department of Revenue at (602) 542-4576. (See bottom for fee schedule). The business license will not be issued until the applicant has updated their TPT license with the state.
- Contractor's, please attach a copy of your Arizona State Contractor's License.
- The owner shall inform the City of Maricopa of any changes in his/her business activities or uses 30 days prior to change.
- Typically the license will be issued within 10-15 working days. A license must be issued before you can lawfully engage in business in Maricopa.
- Issuance of a Business License by the City of Maricopa shall in no way be construed as permission to operate a business activity in violation of any other law or regulation to which such activity may be subject.

Every home-based business owner/operator needs to comply with the following section of the Zoning Ordinance, Article4:

Sec. 433

HOME OCCUPATION: *An activity carried on by the occupant of a dwelling as a secondary use, including professional and semi-professional offices, when conducted and entered from within the dwelling, in connection with which there is no public display of stock-in-trade upon the premises, not more than one non-resident of the premises is employed and not more than one-fourth of the floor area of one story of the main building or a detached home workshop of not more than 200 square feet in area is used for such home occupation; and provided that the residential character of the dwelling is not changed by the use and that such occupation does not cause any sustained or unpleasant or unusual noises or vibrations, or noxious fumes or odors, or cause any parking or traffic congestion in the immediate neighborhood.*

In Addition:

- The business shall conform to the requirements set forth by the Homeowners Association (if applicable).
- No more than two (2) clients at a time can be parked at the premise due to parking concerns and regulations
- Advertising signs on the exterior of the premises of a home based business are prohibited

CITY OF MARICOPA BUSINESS LICENSE FEES SCHEDULE

The annual Business Transaction Fee is \$50.00. The fee is prorated to ½ a year. All licenses applied for after the month of June will be \$25.00*. All licenses expire December 31 of each year.

January	\$50.00
February	\$45.83
March	\$41.67
April	\$37.50
May	\$33.34
June	\$29.17
*July-December	\$25.00

ARIZONA DEPARTMENT OF REVENUE FEES

The Arizona Department of Revenue has made it possible for you to apply and pay for a Transaction Privilege Tax License online at www.aztaxes.gov. At the end of the process you will be able to print a signature card which you then will attach to your City of Maricopa Business License Application. You can print a copy of their application at www.revenue.state.az.us/tpt_forms.htm. For more information you may contact the Arizona Department of Revenue at

HOME BASED BUSINESS LICENSE APPLICATION

Check One: ☐ New Business ☐ Existing Business ☐ Change of Ownership ☐ Location Change
☐ Business Name Change ☐ Other: _____

SECTION I. BUSINESS INFORMATION

Business Name: _____

Physical Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

AZ Transaction Privilege Tax License Number *: _____ Contractor License Number *: _____

Business Type: ☐ Retail Sales ☐ Wholesaler ☐ Amusement ☐ Construction Contracting ☐ Restaurant/Bar
☐ Manufacturer ☐ Commercial Rental ☐ Residential Rental (# of Units _____) ☐ Hotel/ Motel ☐ Service
☐ Other _____

Describe Nature of Business: _____

***Must Include a Copy of License(s)**

SECTION II. APPLICANT INFORMATION

1)
**Owners, Partners,
LLC Members, or
Officers**
(For Additional
Names,
Please Attach List)

Owner or Corporation Name _____ Title _____

Home Address _____ City _____ State _____ Zip Code _____

2)

Name _____ Title _____

Home Address _____ City _____ State _____ Zip Code _____

Check one: Do you own your business location? ☐ Yes ☐ No If no, complete Landlord/ Property Manager Information

Landlord/ Property Manager: Name _____ Address _____ Phone No. _____

I certify that the statements made in this application are true and complete to the best of my knowledge. I accept the license authorized and issued in response to this application with the condition that I report timely and pay any and all taxes due by me to the city. Incomplete forms may not be processed.

Print Name	Signature	Title	Date
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FOR OFFICE USE ONLY

License Fee	Receipt #	License #	Zoning	Fire Department	Building Safety	Comments:
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